



# **CORONAVIRUS RETURN TO OFFICE**

MAY 1, 2020



# Risk Phases

## General Guidelines

### Returning to the Office

COVID-19



## PHASED RISK LEVELS

High Risk - Red

Moderate Risk - Orange

Low Risk - Yellow

Normal Risk - Green

# Phased Timeline



**UTAH LEADS TOGETHER 2.0**  
Utah's Plan for Health and Economic Recovery



## RISK PHASES

Low Risk	Moderate Risk	High Risk
1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10	1 2 3 4 5 6 7 8 9 10
<ul style="list-style-type: none"> <li>Public follows Guidelines for All Levels of the General Public (outlined below) and employers follow General Guidelines for Employers (outlined below)</li> <li>General public and employers take reasonable precautions</li> <li>Face coverings worn in public settings where other social distancing measures are difficult to maintain</li> <li>Schools are open</li> <li>Interactions in decreased group sizes that enable all social distancing guidelines to be maintained; social interactions in groups 50 or fewer</li> <li>All businesses operating</li> <li>Employers exercise discretion with remote work and returning to onsite work</li> <li>Recommended symptom checking in public/business interactions</li> </ul>	<ul style="list-style-type: none"> <li>Public follows Guidelines for All Levels of the General Public (outlined below) and employers follow General Guidelines for Employers (outlined below)</li> <li>General public and employers take extreme precautions</li> <li>Face coverings worn in public settings where other social distancing measures are difficult to maintain</li> <li>In-person interactions limited to individual households and those who have been following recommended distancing/hygiene guidelines. Increase use of virtual interactions</li> <li>Leave home infrequently, stay 6 feet away from others when outside the home</li> <li>Interactions in decreased group sizes that enable all social distancing guidelines to be maintained; social interactions in groups of 20 or fewer</li> <li>Limit out-of-state travel, quarantine 14 days upon return from high-risk areas</li> <li>Schools closed</li> <li>Employees and volunteers of businesses operate remotely, unless not possible</li> <li>High-contact businesses can operate under strict protocols</li> <li>Restaurants are open for dine-in services with strict requirements</li> <li>Symptom checking in business interactions</li> <li>Employers evaluate workforce strategy, concerns, and enact strategies to minimize economic impact</li> </ul>	<ul style="list-style-type: none"> <li>Public follows Guidelines for All Levels of the General Public (outlined below) and employers follow General Guidelines for Employers (outlined below)</li> <li>General public and employers take extreme precautions</li> <li>Face coverings worn in public settings where other social distancing measures are difficult to maintain</li> <li>In-person interactions limited to individual households; increase virtual interactions</li> <li>Essential travel only. Leave home infrequently; stay 6 feet away from others when outside the home</li> <li>Interactions in groups up to 10</li> <li>Limit out-of-state travel, quarantine 14 days upon return from high-risk areas</li> <li>Schools closed</li> <li>Employees and volunteers of businesses operate remotely, unless not possible</li> <li>Encourage high-contact businesses not to operate</li> <li>Symptom checking in business interactions</li> <li>Employers evaluate workforce strategy, concerns, and enact strategies to minimize economic impact</li> </ul>

## GENERAL GUIDELINES

### Best Practices for Employers

- Those who are, or work with, high-risk populations, should undergo daily screening/symptom monitoring, and be tested if they begin to experience COVID-19 symptoms. High-risk populations should take extra precautions to avoid close contact with multiple people
- Use online conferencing, email, or telephone in place of in-person meetings, even when people are in the same building
- Employees and customers should not congregate in groups; if your business involves a waiting area, customers should wait outside or in their cars
- Encourage contactless pay options if possible; otherwise immediately disinfect transaction equipment
- Make regular announcements to remind employees and customers to follow distancing guidelines. Use floor markings to mark appropriate physical distance (6 or 10 feet) where appropriate
- Encourage digital files rather than paper formats (e.g. documentation, invoices, inspections, forms, agendas)
- Consider what reserve supplies may be necessary to obtain (e.g., cleaning supplies, gloves or other protective equipment)
- Consider the possibility of interruptions to water or power that might force closure
- Establish and maintain open dialogue with local communities, including key vendors and suppliers, exploring contingencies and sharing appropriate decisions about foodservice, transportation, and other services
- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact in the workplace
- If relevant, update emergency communication plan with key contacts and backups, chain of communications, and processes for tracking and communicating; share the response plan with employees and communicate expectations
- Ensure every employee's contact information and emergency contact details are up to date; ensure a plan is in place to reach employees quickly
- Educate workforce about the threat of the COVID-19 pandemic, what the business is doing, and what they should do to protect themselves and their families
- Prepare for absenteeism—not only sick employees will stay home; others may need to care for the sick or children if schools close; those employees should notify their supervisors
- Provide signage at each public entrance to inform all employees and customers that they should:
  - Avoid entering if they fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, shortness of breath, or feel generally unwell
  - Maintain a minimum 6-foot distance (10-foot distance in gyms, fitness centers, or large event/entertainment spaces due to prolonged exposure, increased movement, exertion, heavier breathing, cheering)
  - Sneeze/cough into cloth, tissue, elbow or sleeve (not hands)
  - Avoid hand shaking or unnecessary physical contact
  - Wear face coverings

## GENERAL GUIDELINES

### Cleaning & Hygiene Guidelines for Employers

- Promote etiquette for coughing, sneezing, and handwashing; avoid touching face, especially eyes, nose, and mouth; place posters that encourage hand and respiratory hygiene
- Face coverings should be worn by employees and patrons, especially when difficult or impossible to maintain 6-foot distance
- Ensure adequate air circulation and post tips on how to stop the spread of germs
- When possible, discourage sharing of work tools and equipment
- Avoid handshaking
- Make a list of high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., elevator buttons, workstations, countertops, handrails, doorknobs, breakrooms, bathrooms, common areas), either twice a day or after each use. Keep a logbook of cleaning regimen. Those cleaning should:
  - Wear gloves
  - Prior to disinfecting, clean surfaces with soap and water if soiled
  - Use EPA-approved disinfectant, industrial cleaner, diluted bleach, or alcohol solutions
- Provide disposable disinfecting wipes for employee use on high-touch surfaces; provide no-touch trash bins
- Laundry: wear gloves, use warmest appropriate water setting, dry items completely, do not shake dirty laundry, launder items that have come in contact with COVID-19 separately
- Make hand sanitizer, soap and water, or effective disinfectant readily available. Provide pop-up handwashing stations or facilities where necessary (e.g. open houses, construction sites)
- Personal Protection Equipment (PPE) should not be shared and should be disposed of properly
- After using gloves, employees should wash their hands



## GENERAL GUIDELINES

### Employers Monitoring Symptoms

- Employees who are sick or who appear to have COVID-19 symptoms should be separated from other employees/customers immediately and sent home; immediately clean and disinfect areas the sick employee visited
- Train managers/leadership to spot symptoms of COVID-19 and to be clear on relevant protocols
- Monitor employee symptoms, especially fever. If employees take simple medications such as acetaminophen, ibuprofen, or aspirin, they should take temperature beforehand
- Do not allow employees to come to work if they feel sick; create or maintain non-punitive leave policies so employees do not feel pressured to come to work if they are sick. Remind employees to report any illness to a manager, especially if sick with fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, and/or shortness of breath
- If an employee is confirmed COVID-19 positive, employers should inform fellow employees while maintaining confidentiality; fellow employees should self-monitor for symptoms for 14 days



## CHANGES AT ORANGE

- Interaction with observers of SD and Hygiene guidelines
- Leave Home Infrequently (vs essential travel)
- Social interactions from 10 - 20 people w/SD
- High Contact Businesses Open w/ Strict Protocols
- Dine in Service w/ Strict Requirements

## CHANGES AT YELLOW

- Reasonable vs Extreme Precautions
- Schools & Businesses are Open
- Social Interactions 20 - 50 people w/ SD
- No Restriction on Leaving Home
- Employer Discretion on Remote Work
- No Mention of Dine In Restrictions

## LEVEL GREEN

- Be Responsible
- Self Monitor Symptoms for 14 Days Post Travel

Always Use Extreme Caution for High Risk Individuals

## GENERAL GUIDELINES

# EMPLOYER GUIDELINES

Select Industry	High Risk	Moderate Risk	Low Risk	New Normal Risk
<b>General Employer Guidelines</b>	Employers exercise extreme caution, with employees working remotely, evaluating workforce concerns, and enacting strategies to minimize economic impact. Businesses that necessitate on-site work should monitor workforce for symptoms and well-being.	Employers exercise extreme caution, with employees working remotely, evaluating workforce concerns, and enacting strategies to minimize economic impact. Businesses that necessitate on-site work should monitor workforce for symptoms and well-being.	Employers encourage flexible working arrangements (rotating shifts, remote, etc.). Comply with distancing guidelines. Increased cleaning regimen of high-touch areas. Monitor employees for symptoms and well-being.	All businesses are open and operating under stricter hygiene and cleaning regimen. Monitoring health of workforce and customers.



# Return to Office Preparation & Safety



## PPE & SUPPLIES

Face Masks

Gloves

Antibacterial Soap

Hand Sanitizer

Sanitizing Wipes

Cleaners and Disinfectants

## GENERAL GUIDELINES

**THANK YOU FOR PRACTICING  
SOCIAL DISTANCING**



## FACILITY READINESS

- Signage
- Floor Markings
- Workstation Location
- Guards/Barriers
- Isolate High Risk Employees
- High Traffic & Tight Areas
- Sanitation Plan/High Touch

## GENERAL GUIDELINES

**STAY  
WICKED FAH  
APART**



## REST ROOMS

- Occupancy Limit
  - Close Fixtures for SD?
- Soap, Hot Water, Paper Towels
- No Touch Trash Can
- Paper Towels (Faucet & Door)
- Trash Can at the Door
- Hands Free Door Open



## GENERAL GUIDELINES

**KEEP<sup>o</sup> SAFE**  
**USE SOCIAL DISTANCING**

**6 & 10**

KEEP 6FT APART



GROUPS OF 10 OR LESS

## BREAK ROOMS

- Occupancy Limit - Seating
- Hand Wash Station
- No Touch Trash Can Near Door
- Leave Door Open
- Sanitizing Wipes
- Disinfect Common Surfaces
- Fountains/Sinks/Refrigerators

## GENERAL GUIDELINES



## TRAINING

- How to Stay Safe
  - Use of Gloves and Masks
  - Hand Washing
  - Facility Specific Distancing
  - Visitors and the Public
  - End of Day Decontamination
- Sanitizing
  - PPE (Gloves, Mask, Goggles)
  - Sanitizing agents



## HIGH RISK INDIVIDUALS

- Over 65 Years Old
- Underlying Medical Conditions (Any Age)
  - Lung, Kidney, Liver or Heart
  - Asthma
  - Severe Obesity
- Otherwise Immunocompromised
  - Cancer, Smoker, Transplant, HIV/AIDS
  - Corticosteroid or other immune weakening meds



## HIGH RISK EMPLOYEES

Do Not Discriminate (Age and Disability)

Remote Worksite / Work From Home

Sanitation of Work Space/Equipment

Wash Hands Before Interactions

Provide Space (Isolation)

Limit Contact to 1 or Same People



## OTHER CONSIDERATIONS

## FFCRA

2 Weeks Sick Leave at Regular Pay  
(Employee COVID Related)

2 Weeks Sick leave at 2/3rds Pay  
(COVID related sick or care)

10 Weeks at 2/3rds Pay  
(COVID related Care For Child)



**SAFETY  
FIRST**

## SUMMARY

- Return to “Normal” Takes Time
- Follow Phased Guidelines
- Prepare Policies and Facilities
- Train Employees To:
  - Keep Themselves Health & Safe
  - Follow New Practices
- Be Prepared for What May Come



**LOSS PREVENTION**

**QUESTIONS  
&  
COMMENTS**



## CONTACT THE PRESENTER

Doug Folsom

801.673.1965

[doug@utahtrust.gov](mailto:doug@utahtrust.gov)